MOODLE

SCHOOL DISTRICT No. 27

CARIBOO-CHILCOTIN

March 2020

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What Is Moodle?

Moodle software can be used to deliver an entire course online or to complement a classroom-based course. Moodle software resides on a server, allowing you and your students to access it via a Web browser. It also allows you to make changes to your course readily – from any Web-accessible location – and to make these changes available to your students immediately.

You can use Moodle to:

- Provide course materials that include text, complex equations, images, video, and audio.
- Integrate Web resources into your courses.
- Create opportunities for students to be knowledge builders.
- Encourage student interaction by using links to Websites and other internet-based resources.
- Communicate with students via blogs, and real-time chat sessions.
- Manage grades
- Supply student feedback via an online grade book, tests, and progress tracking.
- Obtain data that allows you to analyze the effectiveness of your course.

How Will I Use Moodle?

Moodle in your classroom will allow you to use multiple courses with students in multiple grades. The concept will allow you to use resources (entire courses, assignments, and quizzes/tests) that have been developed by teachers to use in British Columbia schools. In addition, you can create new courses by uploading your current resources into Moodle. How you use Moodle in many respects may be no different than how you teach right now. Moodle lends itself to a format of self-paced instruction that may perfectly complement your style of teaching and your students.

Registering Students

All students and staff have a login to Moodle. The login pattern is:

- The username (**firstname.lastname with no spaces or capitals followed by @sd27.bc.ca**)
- The password (same as their desktop/email login)

How Does a Student Use Moodle?

Log onto Moodle

To log onto Moodle, type the following address into your Web Browser

moodle.sd27.bc.ca

OR the link is from www.sd27.bc.ca, then Parent and Students followed by Learning Resources where you will see the Moodle link.

At this point you will be presented with the following screen where you would choose "Log in" to my Moodle (See Below).
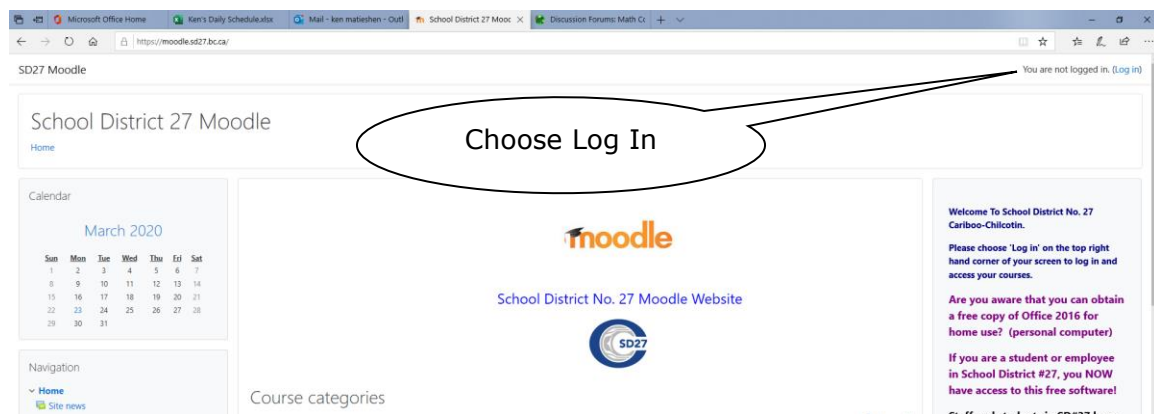

You would then enter your username (first and last name with no spaces or capitals and a period between the names followed by @sd27.bc.ca– e.g. **joe.who@sd27.bc.ca**) and your regular desktop/email password (all in lower case) and choose "Login."
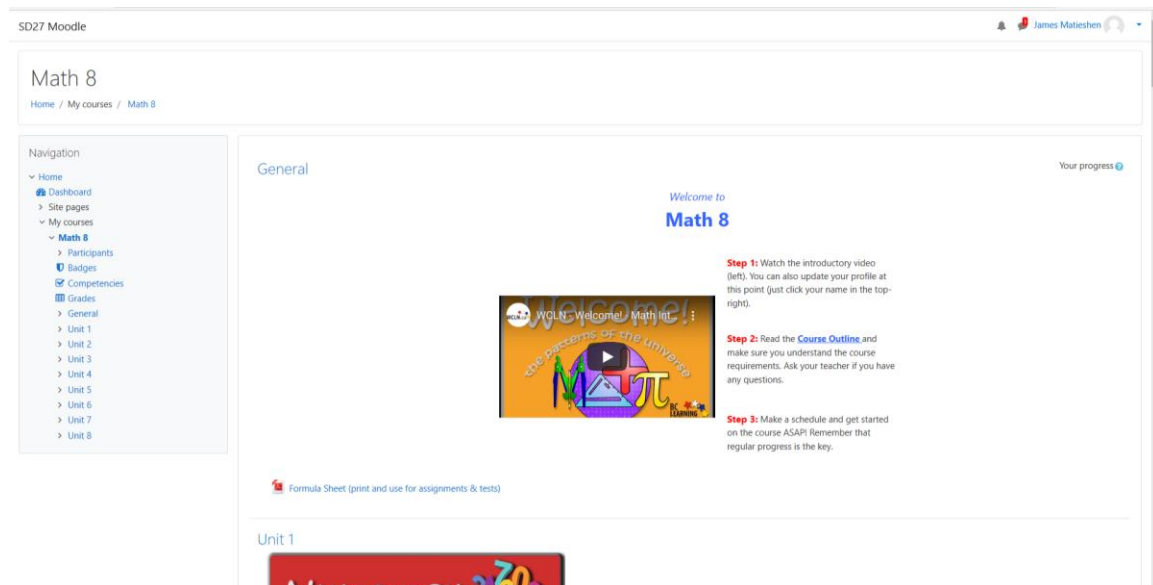
You will now enter Moodle with full access to the courses you will be taking (See Below).
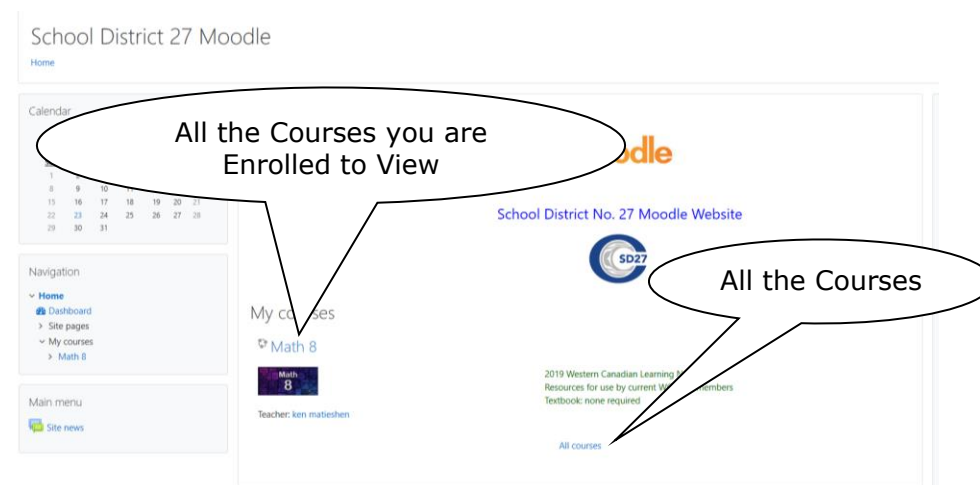
To enter a course, click on the link to the course you want to enter (See Below).
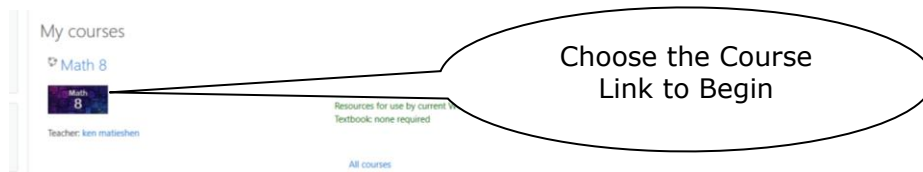
You will then enter the Moodle Classroom which will look similar to what is pictured below.

Navigating a Moodle Classroom

All Moodle Courses will look something as pictured above where you have quick course links either through the icons listed in the center of the screen or on links on the sides of the screen.

The important links on the left are:

- "Blogs" – allows you to participate in online discussion topics (some courses will mandate your use of discussions).
- "Calendar" – takes you to the course calendar where deadlines are displayed.
- "Grades" – provides to you a list of the grades you have achieved in the class (inserted by your instructor for assignments or a computer-generated test you have completed).

On the top right you can choose your name and choose "profile" to allow you to change your picture and manage your personal information.

Learning Modules

Learning Module pages are pages that are available for you to read and in some cases to respond to in an Assignment, Test, Forum, Chat, Quiz, or Survey. These pages may also be called course notes, lecture notes, course readings, modules, or units.

To begin the course, start at the top link, and begin working your way down (See Below).

When you start, you will see content, and instructions/lessons which may comprise of something to read, audio, video, an interactive presentation, a link to another web site, or a worksheet to print and complete. These pages will not look the same from class to class because a content page can be any formatted style.

Remember: **By choosing the print button on your web browser you can print all content pages . Please ask your teacher about printing and submitting assignments.**

Using the Course Calendar

Course Calendar allows you to read and post entries on the course calendar.

Notice that the calendar looks just like most paper calendars with a grid divided into days and weeks. To enter the calendar, choose Site Pages on the left and then Calendar (See Below).
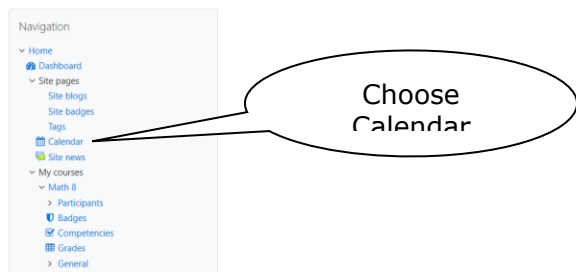
Your instructor may be using the calendar option to communicate major due dates for assignments or other pertinent information regarding your course, or you may use it for yourself to keep track of your progress and important dates for course completion. In either case you will see entries in the calendar for you to read. To find out more details about a calendar entry, click on the date. Here you will see more specific details about the day's activities (See Below).
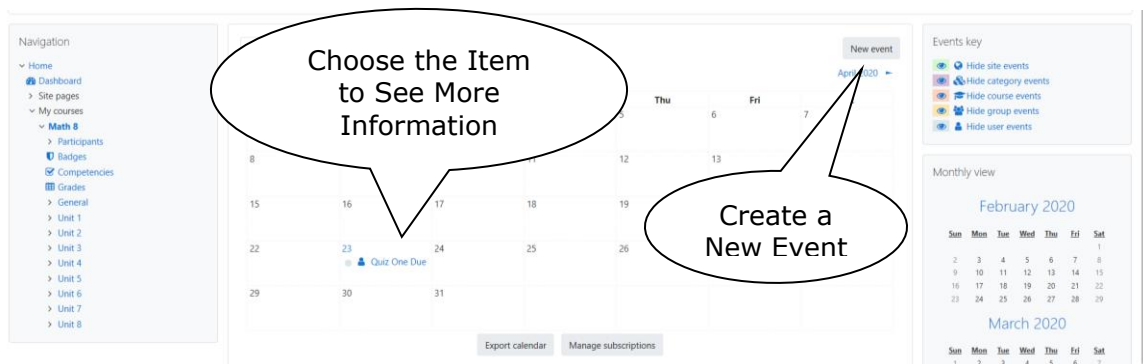
Messaging

To enter the Message area, choose the Message icon on the top right hand menu.
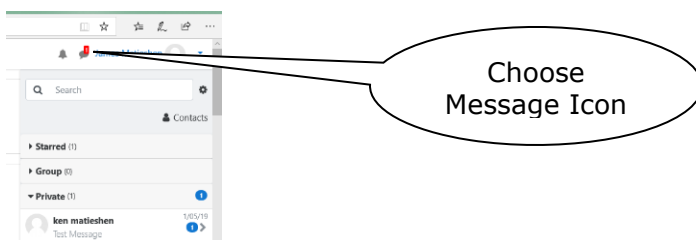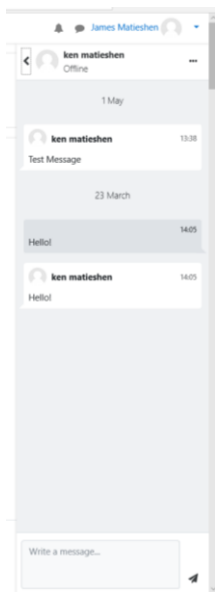
You will see your teacher and other students to message. Simply choose the message from the individual to see the message.

View

You can send the individual a message by choosing their name, and writing a message.

Type and Send the Message

Doing an Exam

To do an exam, choose the Exam Link.
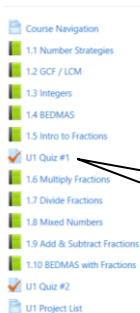
Choose the Exam

Attempts allowed: 2

Time limit: 30 mins

Grading method: Highest grade

Attempt quiz now

Attempt the Exam

At the end of the test, choose Submit All and Finish, or Return to Attempt.

Return to attempt

Time left **0:29:25**

This attempt must be submitted by Tuesday, 24 March 2020, 11:45 A...

Submit all and finish

> Submit all and Finish

Jump to...

Submitting an Assignment

To submit assignments, you would choose the assignment hand-icon.

U1 Learning Guide
U1 Projects
Self-Assessment & Reflection

> Choose the Icon

Then choose Add Submission.

Submission status	No attempt
Grading status	Not graded
Grading criteria	This is the Rubric used to mark all Learning Guides in this course.

|				
Completion (half of grade)	0-50% Complete *0 points*	50-75% Complete *50 points*	75-99% Complete *75 points*	100% Complete *100 points*
Work Shown (half of grade)	Answers Only *0 points*	Some Work Shown *50 points*	Work Shown Well *75 points*	Diagrams and Work Just Like Examples *100 points*

Last modified	-
Submission comments	▶ Comments (0)

Add submission

> Choose Add Submission

You have not made a submission yet.

Drag and Drop or Upload the Files. Choose Save Changes when all of your files are uploaded.

Maximum file size: 50MB, maximum number of files: 9

Files

> Upload Files

3D-Printer.docx

Save changes Cancel

> Save

Jump to...   U1 Projects ◄

Teacher Options

Managing Courses

As a teacher you will be assigned courses which are predetermined from your requests. These courses are set-up on the server by the system administrator, and you have the ability to access and manipulate these courses in terms of inserting student grades and changing course content.

Your Login

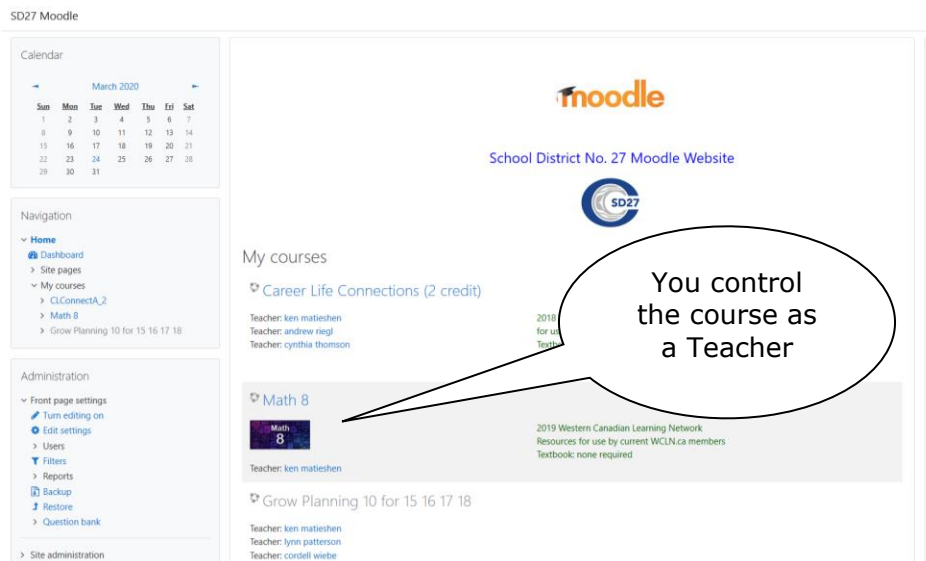Your login is a Teacher Login. This means that you can manipulate course content, mark tests and assignments, and communicate with them via the calendar, online chat, and discussions.

When you login, you will see a screen similar to the one below. Choose the course you desire to manage under Course List (See Below).

Marking Submitted Assignments

To enter a student's grade for an assignment, to change it, or mark/view an exam, choose "Grades" from the "Navigation" menu (See Below). You may need to "scroll" and open the arrows down the menu which is located on the left hand side to see the course administration Tools.
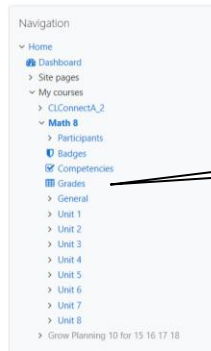
Choose

At this point you see all the students in the course. To mark a particular student, scroll up and down to find a particular student and then scroll left and right to find the particular assignment or test you desire to view.

You may not see the Test/Quiz the student has done if there is manual teacher marking required. To see what is occurring with the student submissions, choose Grade History.
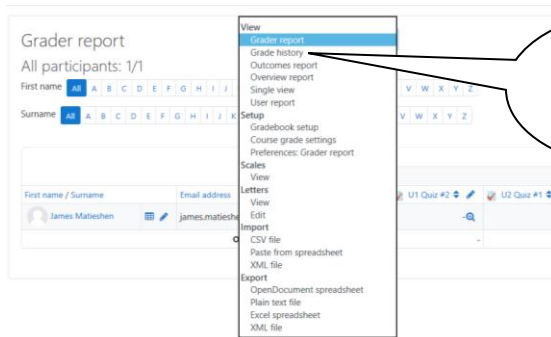
Choose Grade History

In this screen you would choose the quiz/test/assignment to view what is occurring with the course (it will take some time to filter through the course sections).
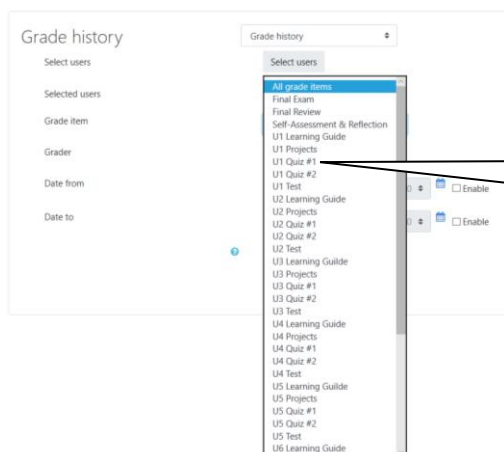
Select the Section

Back in the gradebook, you would choose the assignment to mark by choosing the assignment to grade (See Below).

	Learning Guides **+**	Projects **−**		
✏	x̄ Learning Guides total ⇕ ✏	📦 U1 Projects ⇕		
8.33	-	-		
8.33	-	-		

Choose the Assignment

Choose view all submissions (See Below).

Grading summar

Hidden from st		No
Participants		1
Submitted		1
Needs grading		1

View All Submissions

View all submissions   Grade

View the Assignment and submit a Grade with Comments.

Select ☐	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments	Last modified (grade)	Feedback comments	An PD
☐		James Matieshen	james.matieshen@sd27.bc.ca	Submitted for grading	Grade	Edit ▾	Tuesday, 24 March 2020, 12:50 PM	📄 Web Links.docx		24 March 20	▸	-

With selected...   Lock submissions ⬥ Go

View the Assignment

Grad

When you choose Grade, insert a comment if you deem it necessary, and even upload a comment if you desire (sending the marked up assignment back to the student via their Office 365 Email may be an option if the editing tools do not meet your needs).

Submission

Submitted for grading
Not graded
Student can edit this submission

📄 Web Links.docx   24 March 2020, 12:50 PM

▸ Comments (0)

Grade

Grade out of 100

Current grade in gradebook

Feedback comments   ✖

Grade

Commen

Notify students ☑ ❓ Save changes   Save and show next   Reset

Save Changes

Marking Exams

Exams are marked automatically, but some exams have questions that need to be marked by a teacher, and sometimes the students put in a correct answer, but it is worded in a manner that the Moodle database could not understand. Hence, manual marking of the exam is required.

To examine exams, choose the Quiz/Test (See Below).

Review the Test.

You may need to review the test and mark questions that Moodle cannot mark (the mark will not appear until you manually mark the question. You will see the questions that need manual changes by looking at the top right and seeing the questions with Green, Red, and Blank colors (blank colors need manual marking).
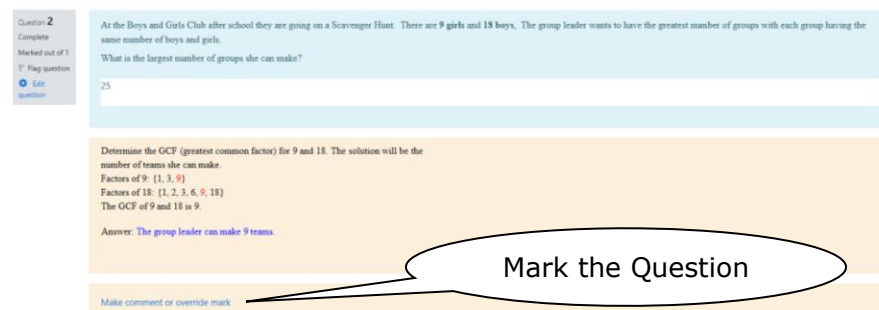
The instructor can change each answer by simply reviewing the question and putting in the correct score. For example, if the score is out of 1, and the student scored 0/1, all you need to do is place a 1 in the "Grade" window for the student to receive a score of 100% on that question (See Below). The instructor can also add comments that go back to the student in terms of why a score was changed or any other feedback regarding the test question.

At the Boys and Girls Club after school they are going on a Scavenger Hunt. There are **9 girls** and **18 boys**. The group leader wants to have the greatest number of groups with each group having the same number of boys and girls.

What is the largest number of groups she can make?

25

Make Comments

Add/Change Mark
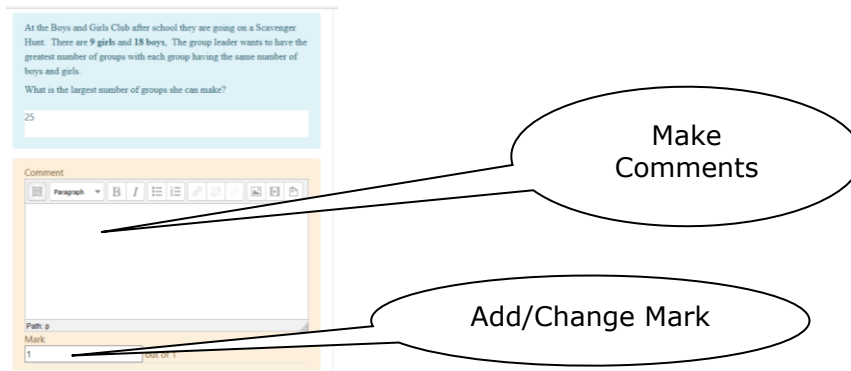
Gradebook - Should I Use It?

The Gradebook in Moodle is OK, but is a straight Culminative Gradebook. The gradebook in MyEducation BC is more functional, and by nature more effective as it also allows you to create progress reports and complete report cards.

Changing a Student Password

Students' may forget their password. When this occurs, please contact the system administrator ken.matieshen@sd27.bc.ca and the password will be reset for the student.

Tracking Students

As an instructor, you may desire to know what your students have been doing. To see what is occurring with the student, Choose the Grade Icon on the left and then choose Grade History.
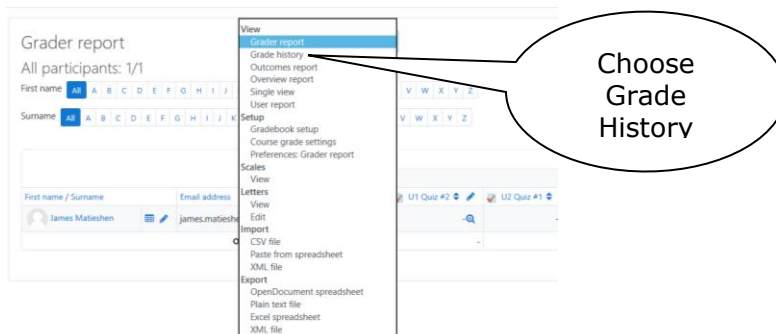
Choose Grade History

In this screen you would choose the quiz/test/assignment to view what is occurring with the course (it may take some time to filter through the course sections).

Select the Section
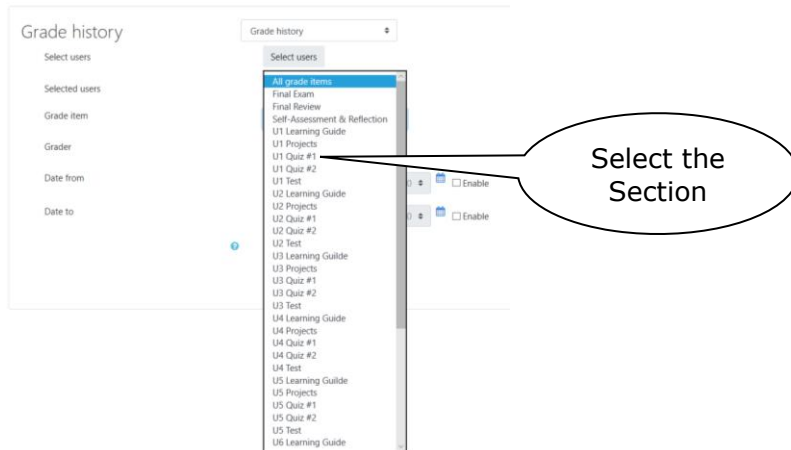
Video / Audio Communication

Moodle is a content delivery system and does not have audio and video capabilities. If you desire to use Audio and Video Capabilities, you can use WebEx and Office 365 Skype (please ask Ken Matieshen for these use guides).

How Do I Communicate with My Students?

To communicate to your students, you can use various methods. Depending upon the course and how you utilize the course with your students, you may engage in many of the communication features of Moodle. The various methods involve:
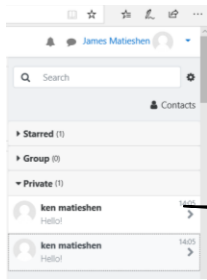
- Online Chat
- Blogs

Messaging

To enter the Message area, choose the Message icon on the top right hand menu.

Choose Message Icon
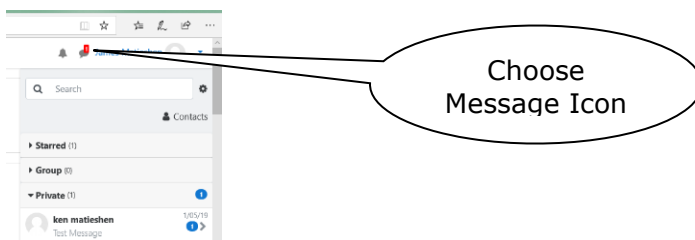
You will see your students to message. Simply choose the message from the individual to see the message.

View

You can send the individual a message by choosing their name, and writing a message.

Type and Send the Message

Search for a student name if they are not in your list.
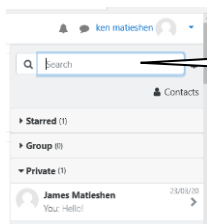
Search for a Name

You can also create a Group so that everyone gets the message (the whole class).

This is done by choosing the Administration link on the left, Users, and then Groups.

When creating the Group, you need to turn on the messaging Option.

Choose Add Remove Users.

Blogs

A Blog is a discussion area. To access the Blog, go to Blogs on the left hand menu.
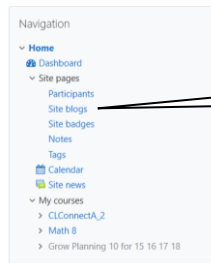
Site Blogs

You will see the Blogs currently in existence, or you can create a new one.

Create a New Blog

Once created, students and teachers can add content.
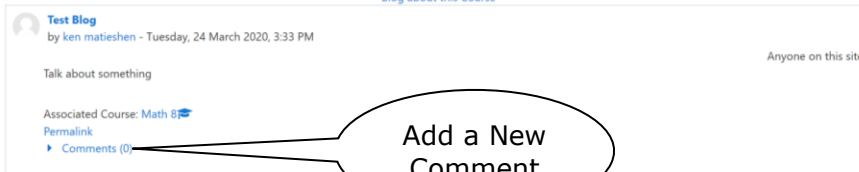
Add a New Comment

Answer Keys

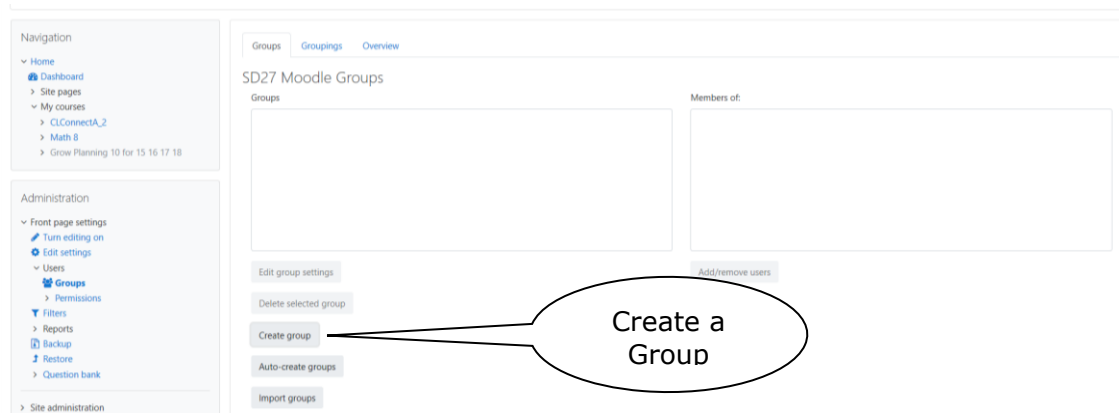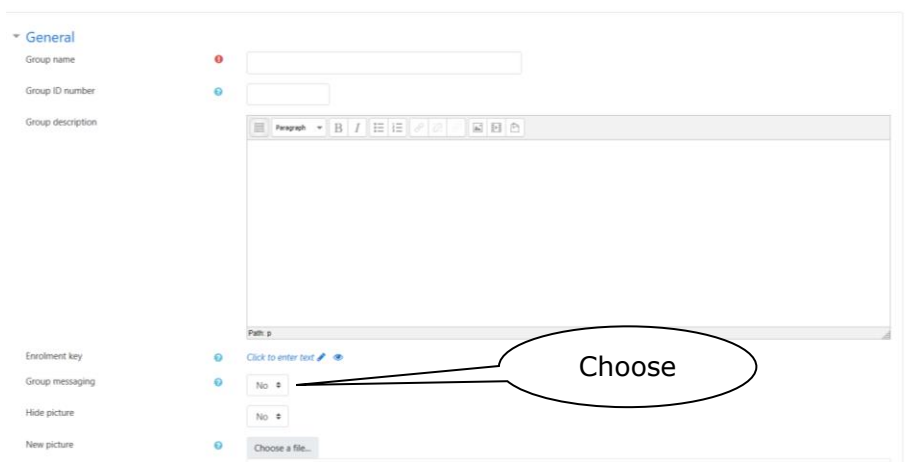The courses are as much as possible designed from online materials or materials developed and available in Moodle itself. Tests/Quizzes have all the answers in Moodle, and all other answer keys are available online (just send Ken Matieshen an email and you will receive a One Drive Link to the Course Guides and Answer Keys).

How do I Add and Remove Students From My Course?

On the left, choose Course Administration, Users, and Enrolled Users.
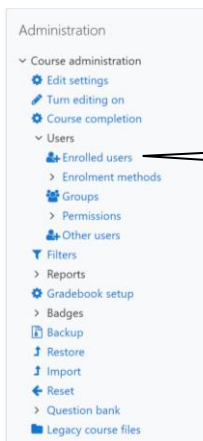
Enrolled Users

Choose Enroll Users.

Participants

No filters applied

Search keyword or select filter ▼

Number of participants: 0

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Nothing to display

With selected users... Choose... ⬍

Enroll .. *(Enrol users)*

Enrol users

In the Search window type in the first name of the student – many may appear!

Enrol users ×

Enrolment options

Select users No selection

Search ▼

Assign role Student ⬍

Show more...

Enrol users Cancel

Search Window

Choose the Student Name (you can do multiple searches for different students).

Enrol users ×

Enrolment options

Select users × ☐ James Matieshen james.matieshen@sd27.bc.ca

james ⬆▼

☐ James Argent james.argent@sd27.bc.ca
☐ James Beere james.beere@sd27.bc.ca
☐ James Bings james.bings@sd27.bc.ca
☐ james blake james.blake@sd27.bc.ca
☐ James Boate james.boate@sd27.bc.ca
☐ James Boehm james.boehm@sd27.bc.ca

Assign role

Show more...

nrol users Cancel

Chosen Student Name

Choose Your

Choose Enroll Users when your students are selected.

Enrol users ×

Enrolment options

Select users × ☐ James Matieshen james.matieshen@sd27.bc.ca

james ▼

Assign role Student ⬍

Show more...

Enrol users Cancel

Enroll ..

How Do I Edit the Course?

You can add, remove, and edit content in Moodle. To edit please choose the "Turn Edit On" Option to reveal the editing Options.

Math 8

Navigation

- Home
  - Dashboard
  - Site pages
  - My courses
    - CLConnectA_2
    - **Math 8**
      - Participants
      - Badges
      - Competencies
      - Grades
      - General
      - Unit 1
      - Unit 2
      - Unit 3
      - Unit 4
      - Unit 5
      - Unit 6
      - Unit 7
      - Unit 8
      - Grow Planning 10 for 15 16

General

Your progress

Welcome to
Math 8

Turn on Editing → Turn editing on

Step 1: Watch the introductory video (left). You can also update your profile at this point (just click your name in the top-right).

Step 2: Read the **Course Outline** and make sure you understand the course requirements. Ask your teacher if you have any questions.

Step 3: Make a schedule and get started on the course ASAP! Remember that regular progress is the key.

Once activated, you have the ability to edit the course. If you have questions about course development, please contact Ken Matieshen.

- Announcements — **Editing Options**
  - Hidden from students
- Teacher Notes
  - Hidden from students
- Teacher Feedback, Questions, & Keys (SUBSCRIBE – WCLN account required)
  - Hidden from students
- Formula Sheet (print and use for assignments & tests)

Edit ▼ 👤 — **Editing Options**
Edit ▼
Edit ▼
Edit ▼
+ Add an activity or resource — **Add Activity or Resource**

Support and Help

If at any time support and help is required, contact Ken Matieshen at:

(250) 398-3808
(250) 305-7955
ken.matieshen@sd27.bc.ca